



3Q Loss Prevention Event - Hazard Identification and Risk Assessment

Manager and Supervisor Engagement

August 5, 2010

To: Richmond Refinery Managers and Supervisors

This quarter, the Refinery has been engaged in our 3Q IIF Proactive - Loss Prevention Event, focusing on Hazard Identification and Risk Assessment.

The Incident and Injury Free Leadership Team would like to thank you for supporting the discussion topics on a weekly basis. In addition to the crew or workgroup discussion, we have also been providing Manager and Supervisor discussion topics. Below, you will find the complete list of Manager and Supervisor discussion topics – in order for you to be prepared for your next meeting.

Week 1 (July 19): Do 1st and 2nd line supervisors have alignment with Managers expectations? Discuss whether or not both Manager and Supervisor are in alignment with expectations for 3Q proactive event.

Week 2 (July 26): Are you and your team familiar with the definitions? How do they tie into the daily routine of your work group? How well did your team differentiate between hazard and risk?

Week 3 (August 2): Discuss creative/ new ways that you steward LPSA.

Week 4 (August 9): On your last Walkabout with Intent, was the hole watch in place? Were permits complete and signed? Do you notice that safeguards are always in place on your Walkabout with Intent?

Week 5 (August 16): Have these discussions changed the way that you give work direction?

Week 6 (August 23): How have your personal decisions directly impacted your work group?

Week 7 (August 30): How do we manage the different levels of skill and personalities within your work group?

Week 8 (September 6): Recognition can influence behaviors. Who within your work group stands out with Identifying Hazards? How do you recognize them?

Week 9 (September 13): What ways do we use the Risk Prioritization Matrix and ensure the right people are involved in our risk based decisions?

Week 10 (September 20): How can we improve our communication/teamwork to ensure we identify and implement the proper safeguards when executing our daily tasks or activities while meeting our business plans/objectives?

Thank you for your commitment to Every Task, the Right Way, Every Time,

Incident and Injury Free Leadership Team